

Employee Contracts

Part Time/Summer Contracts

- Link to HR website for forms and instructions is:
<http://mycsu.csuohio.edu/offices/hrd/forms.html>

- New Part-Time faculty must be approved by the Dean's Office

- When contract is prepared, signatures must be obtained in the following order:
 - o Department Chair
 - o Dean's Office
 - o Employee
 - o Budget Manager (who then forwards them to Human Resources)

- Contract packets for new (or re-hired) part-time faculty must include
 - o Personnel Action Worksheet (PAW)
 - o Personnel Data Worksheet (PDW)
 - o State and Federal Withholding Forms
 - o Ohio DMA form
 - o Direct Deposit Information

- New or re-hired part-time faculty must meet with Budget Manager to fill out an I-9 form.
 - o This includes retirees who are being rehired

- Deadline will be set each semester for when part-time contracts need to be received by the Dean's Office in order to be included in the first pay of the semester.
 - o Contracts must have all required signatures
 - o Only original signatures by the employee are acceptable. No copies or faxes of signatures, no proxy signatures.
 - o If new employee paperwork is needed, it is required to be submitted by the deadline as well.

New Full Time Faculty Contracts

When new full-time faculty are hired, it is the responsibility of the academic department to prepare the packet of contract information that is used in the Dean's Office to generate a contract. There is a checklist prepared by the Academic Affairs Office that should be used as a guideline on what to include in the packet. Some of the items on the list are added to the packet in the Dean's Office, but include and check off anything on the list that you can provide.

Because these contracts take much time to prepare, review, and process through several offices, it is important to start the process as soon as a hire is made.

Professional Staff

Contracts for all part-time and full-time professional staff are prepared in the Dean's Office, using information prepared by the department. The contract preparation form and checklist, provided by the Academic Affairs Office (same as above for New Full-Time faculty contracts) is used as a guideline for preparing the contract packet. The department prepares the packet and forwards it to the Dean's Office, where a contract is generated. Some of the items on the list are added to the packet in the Dean's Office, but include and check off anything on the list that you can provide.

Delays in contract preparation cause problems with obtaining ID cards, parking, computer access, and paychecks. In fairness to the new employee, the contract packet should be assembled and forwarded as soon as the hiring decision is made.